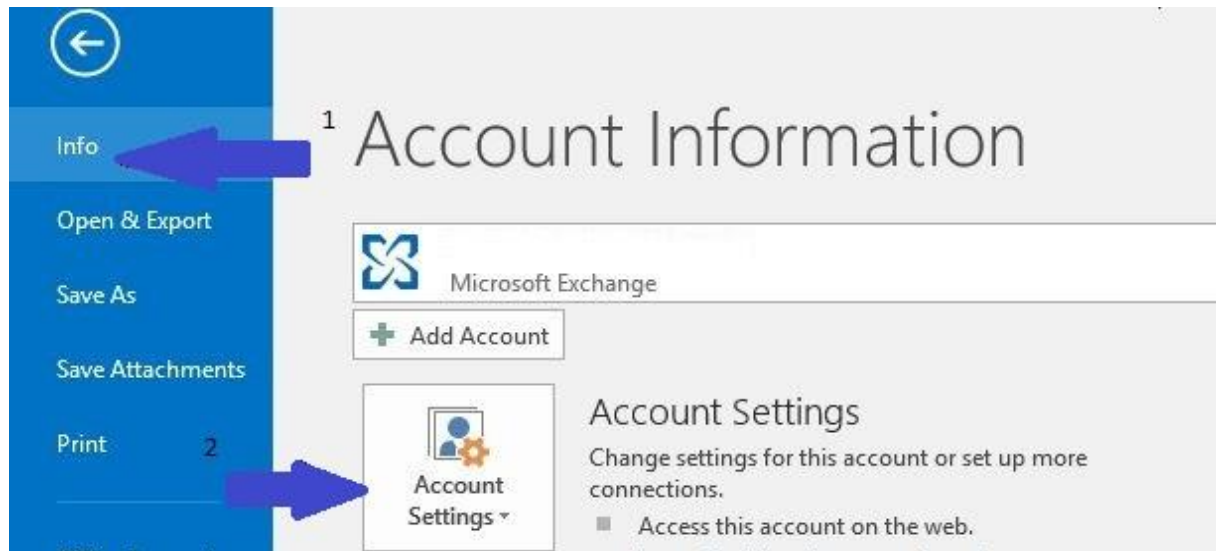
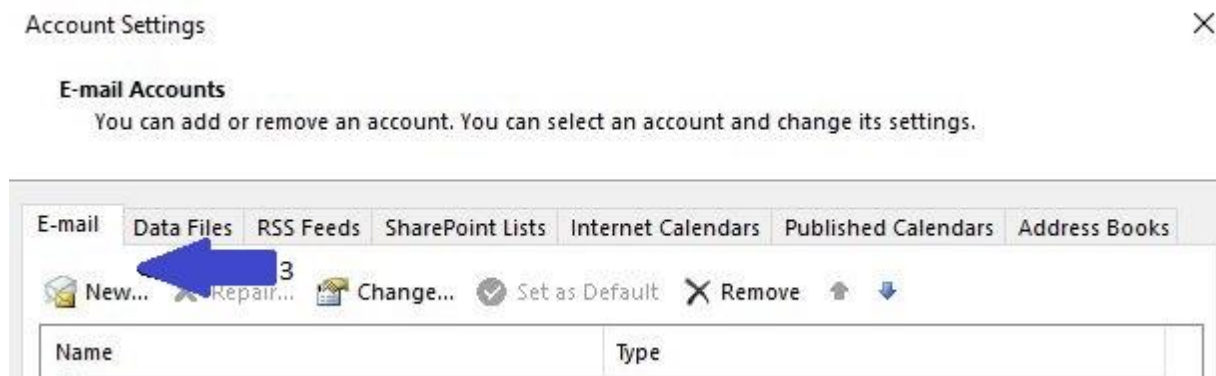


## Outlook 2016 POP3 Mail Account Setup

1. Click on File, then on Info; under Account Settings click the same option that appears



2. Under the Tab for Email, select New on the left



3. Select "Manually configure server settings" and click Next

Add Account ✕

**Auto Account Setup**  
Manual setup of an account or connect to other server types.

**E-mail Account**

Your Name:   
Example: Ellen Adams

E-mail Address:   
Example: ellen@contoso.com

Password:   
Retype Password:   
Type the password your Internet service provider has given you.

**Manual setup or additional server types** ← 4

↓ 5

< Back **Next >** Cancel

4. Select Pop or Imap and click Next

Add Account ✕

**Choose Service**

**Outlook.com or Exchange ActiveSync compatible service**  
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks

**POP or IMAP** ← 6  
Connect to a POP or IMAP email account

↓ 7

< Back **Next >** Cancel

5. Enter your User Information, Logon Information and Server Information as provided and click Next

Add Account ✕

### POP and IMAP Account Settings

Enter the mail server settings for your account.

**User Information**

Your Name:  **8**

Email Address:  **9**

**Server Information**

Account Type:  **10**

Incoming mail server:  **11**

Outgoing mail server (SMTP):  **12**

**Logon Information**

User Name:  **13**

Password:  **14**

Remember password

Require logon using Secure Password Authentication (SPA)

**Test Account Settings**

We recommend that you test your account to ensure that the entries are correct.

Automatically test account settings when Next is clicked

**Deliver new messages to:**

New Outlook Data File

Existing Outlook Data File

**15** ↓

6. Click Close once test is completed and click Finish

### Test Account Settings

Congratulations! All tests completed successfully. Click Close to continue.

**16** →

Tasks	Errors
Tasks	Status
✓ Log onto incoming mail server (IMAP)	Completed
✓ Send test e-mail message	Completed

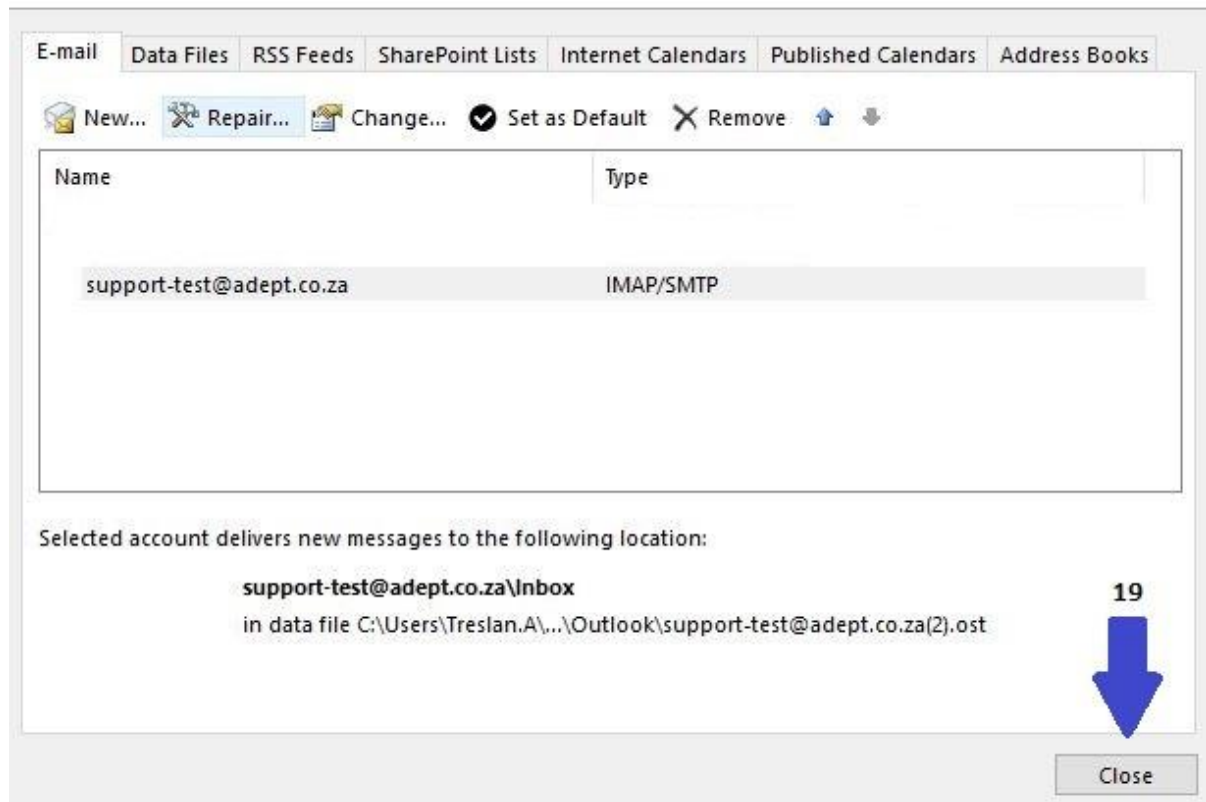
7. Finally, select Close on the bottom right

Account Settings



### E-mail Accounts

You can add or remove an account. You can select an account and change its settings.



The screenshot shows the 'Account Settings' dialog box in Outlook. The 'E-mail' tab is selected. The 'E-mail Accounts' section contains a table with one account listed:

Name	Type
support-test@adept.co.za	IMAP/SMTP

Below the table, it states: 'Selected account delivers new messages to the following location: support-test@adept.co.za\Inbox in data file C:\Users\Treslan.A...\Outlook\support-test@adept.co.za(2).ost'. A blue arrow points to the 'Close' button in the bottom right corner.

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Close